



**STATEMENT OF PROCEEDINGS
FOR THE SPECIAL MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 374-A
LOS ANGELES, CALIFORNIA 90012**

Wednesday, February 5, 2014

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (14-0680)

Attachments: [AUDIO](#)

Present: Member Lisa Mandel, Member Michelle Vega,
 Member Brenda Robinson, and Grace Crossette-Thambiah

Absent: Chair Carl Gallucci, Vice Chair Lori Glasgow, Member Louisa
 Ollague, Member Dorinne Jordan, Member Kieu-Anh King

I. ADMINISTRATIVE MATTERS

1. Call to Order. (14-0428)

The meeting was called to order by Michelle Vega at 10:37 a.m.

2. Approval of the December 4, 2013 meeting minutes. (14-0433)

On motion of Lisa Mandel, seconded by Grace Crossette-Thambiah, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

3. Probation Department Success Stories. (13-5458)

Lisa Campbell-Motton, Probation Department, suggested this item be noted in general terms to allow other departments to share success stories. Audit Committee agreed to note it as Department Success Stories on future agendas.

Ms. Campbell-Motton, reported that child welfare representatives from Russian are investing two weeks reviewing the collaboration between the Department of Children and Family Services, County Counsel,

Probation and Alliance for Children's Rights in an effort to implement a similar process in Russia.

Karen Richardson, DCFS, reported that 50 new hires completed the training academy and are contributing to anticipated new hiring goals.

II. OLD BUSINESS

- 4. Cunningham's Group Home Contract Compliance Monitoring Review (10/2/13). (Continued from meeting of 12/4/13) (13-5087)**

Karen Richardson, Department of Children and Family Services (DCFS), reported that the citations issued by Community Care Licensing (CCL) were cleared on January 11, 2014, a follow up visit is scheduled for March 2014.

On motion of Michelle Vega, seconded by Lisa Mandel, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 5. B & I Group Home Contract Compliance Monitoring Review (10/9/13). (Continued from meeting of 12/4/13) (13-5088)**

Karen Richardson, DCFS, reported that there was a follow up with the social workers and the agency; the youth were referred to the Foster Youth Education Program that consists of one-on-one tutoring. Youth were coached to assist them with school and three of the youth passed the California Equivalency Exam. The group home introduced an incentive program that pays \$5 a week if they attend school on a regular basis. A follow-up visit is scheduled for April 2014.

Lisa Mandel thanked DCFS for their intervention but expressed concern with the attitude of management towards the youth with regard to educational needs.

Ms. Richardson reported that issues with the agency's vehicles were resolved and added that the agency was made aware that if issues persist and efforts are not being made with regard to educational performance improvements, they will be at risk of being placed on hold. DCFS staff will contact the agency's Executive Director to discuss ways in which the agency can change unwanted attitudes from staff and report back.

On motion of Lisa Mandel, and by common consent, there being no objection, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

6. Fred Jefferson Memorial Home for Boys Group Home Contract Compliance Monitoring Review (10/10/13). (Continued from meeting of 12/4/13). (13-5091)

Diana Flaggs and Karen Richardson, Department of Children and Family Services (DCFS), reported that the agency is currently undergoing a State Fiscal Review. The Internal Revenue Service (IRS) has acknowledged receipt of the Offer and Compromise submitted by the agency and are satisfied with the payments. The next program review is scheduled to take place in April 2014. Aggie Alonso, Auditor-Controller (A-C) reported that there are no plans for a fiscal review in the next year. Ms. Richardson stated that the program audit takes 30 to 60 days to complete and the Corrective Action Plan (CAP) will also be reviewed.

DCFS staff was instructed to provide a status on the IRS results, State review and Foster Family Agency (FFA) review at the next meeting.

On motion of Michelle Vega, and by Common consent, there being no objection, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

7. Childhelp, Inc. Foster Family Agency Contract Compliance Monitoring Review (10/25/13). (Continued from meeting of 12/4/13) (13-5167)

On motion of Lisa Mandel, and by common consent, there being no objection, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

8. O'Conner & Atkins Group Home Contract Compliance Monitoring Review (10/25/13). (Continued from meeting of 12/4/13) (13-5168)

Karen Richardson, DCFS, reported that the Group Home has instituted a new tutoring program. A review of the new service will be conducted on Friday, February 7, 2014.

Brenda Robinson expressed concern over the agency's lack of participation in meetings and trainings. Ms. Richardson explained that a review of their Corrective Action Plan will be conducted on Friday, February 7, 2014.

On motion of Brenda Robinson, seconded by Michelle Vega, this item was received and filed

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

9. Junior Blind of America Group Home Contract Compliance Monitoring Review (11/5/13). (Continued from meeting of 12/4/13) (13-5330)

Karen Richardson, DCFS, reported that the Community Care Licensing (CCL) citations have not been cleared and social workers have been notified of the Child Protection Hotline. Ms. Richardson reported that a follow-up will be made to determine the status of the citations but CCL will also notify her office of the findings. Social workers will be notified of CCL findings and the agency will also work directly with the social workers to identify CCL expectations of group homes they visit.

DCFS staff was instructed to report back with a status update of the CCL citations.

On motion of Michelle Vega, seconded by Lisa Mandel, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

III. REPORTS

10. Childhelp USA Group Home Contract Compliance Monitoring Review (11/27/13). (14-0056)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

11. McKinley Children's Center Group Home Contract Compliance Monitoring Review (11/27/13). (14-0061)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

12. Murrell's Farm and Boys Home Group Home Contract Compliance Monitoring Review (11/27/13). (14-0077)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

13. Dangerfield Institute of Urban Problems Group Home Contract Compliance Monitoring Review (11/27/13). (14-0078)

Karen Richardson, DCFS, reported that the Community Care Licensing (CCL) citations were cleared on September 21, 2012.

On motion of Brenda Robinson, seconded by Lisa Mandel, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

14. Optimist Foster Family Agency Contract Compliance Monitoring Review (11/27/13). (14-0079)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

15. Families Uniting Families Foster Family Agency Contract Compliance Monitoring Review (11/27/13). (14-0080)

Lisa Mandel expressed concern with the foster parent's response to snacks purchased by the youth and the inconclusive findings reported by the emergency response team.

Karen Richardson, DCFS, reported that a follow up visit will be conducted in April 2014 to confirm implementation of the corrective action plan and the agency will be required to provide training to the foster parents to assist with meeting expectations.

Michelle Vega addressed the possibility of the social workers not asking the right questions during visits to the foster homes and Brenda Robinson expressed concern about the lack of a communication system that would assist in forwarding fundamental information through appropriate channels.

Ms. Richardson acknowledged that further work needs to be done with regard

to communicating issues.

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 16.** Latino Family Institute, Inc. Foster Family Agency Contract Compliance Monitoring Review (11/27/13). (14-0082)

Lisa Mandel expressed concern about the lack of information relating to education reported. Karen Richardson, DCFS, explained that the average age of children used in the sample was four and were not considered school age; in the future DCFS will ensure that all age groups are represented.

On motion of Michelle Vega, seconded by Lisa Mandel, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 17.** Kinship Center/Seneca Family of Agencies Contract Compliance Monitoring Review (12/11/13). (14-0086)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - DCFS REPORT](#)

- 18.** Department of Children and Family Services - Foster Family Agency Program Monitoring - Final Status Report (12/17/13). (14-0055)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

- 19.** Hillsides - A Residentially Based Services Program Provider - Contract Compliance Review (12/17/13). (14-0087)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

20. Five Acres the Boys' and Girls' Aid Society of Los Angeles County - A Residentially Based Services Program Provider - Contract Compliance Review (12/20/13). (14-0094)

On motion of Lisa Mandel, seconded by Brenda Robinson, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

21. Holy Family Services Adoption and Foster Care Agency - A Foster Family Agency Contract Provider - Fiscal Review (12/20/13). (14-0095)

Aggie Alonso, Auditor Controller, reported that questioned costs identified in the report were offset by unrestricted cash donations and there will not be recuperation of funds. Mr. Alonso added that his office is working with County Counsel and the Department of Children and Family Services (DCFS) to draft language for a new amendment that requires agencies to track funds in an effort to determine whether funds are being spent in County programs. Since the amendment was not in place at the time of the review, the agency is allowed to offset the questioned cost.

Diana Flaggs, DCFS, reported that contract amendments are in the final review phase and will be submitted to the Chief Executive Office shortly.

On motion of Brenda Robinson, seconded by Lisa Mandel, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

22. Hathaway-Sycamores Child and Family Services - A Residentially Based Services Program Provider - Contract Compliance Review (1/28/14). (14-0560)

In response to questions posed by Michelle Vega, Diana Flaggs, DCFS, explained that the allocation of disallowed costs for group homes that provide Residential Based Services (RBS) is dependent on the contract, actual costs and expenditures. Elaine Boyd, A-C, further added that if proof of support for the allocation of funds is not provided, the agency has the option to provide proof and a plan for appropriate allocation be obtained.

On motion of Michelle Vega, seconded by Lisa Mandel, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT - AC REPORT](#)

IV. DISCUSSIONS

23. Status report by DCFS on recommendations made to the DCFS Executive Operations Team to enhance communication and collaboration with social workers. (14-0432)

Karen Richardson and Diana Flaggs, DCFS, provided a brief overview of the recommendations that will be presented to the Executive Team on February 13, 2014. Recommendations include a new information technology system that will facilitate searches related to different sections of contracts.

Discussion ensued among Committee Members and DCFS staff with regard to possible features in a new system or other mechanisms that may be used to enhance communications between social workers, DCFS and the California Community Care Licensing Division.

By Common Consent, there being no objection, this item was continued to allow DCFS staff to provide an update at the next meeting.

24. Probation Group Home Monitoring Report. (13-5460)

Lisa Campbell-Motton, Probation, reported that the process of completing reviews for the year 2013 and 2014 will be posted on their website soon. The department is now collecting data on issues of non-compliance. Ms. Campbell-Motton reported that Touch of Life group home was currently placed on hold due to non-compliance issues, and are working on a resolution with the agency. Aggie Alonso, A-C, also stated that the agency is currently undergoing a fiscal review and a report may be available in July 2014.

By Common consent, there being no objection, this item was received and filed.

25. Comprehensive Schedule of Audits and Results for DCFS Group Home and Foster Family Agency Contractors. (13-4139)

Arlene Barrera, Auditor-Controller, provided a status update of the database system and shared an overview of the features that will be available. Ms. Barrera reported that the system will be accessible and provide options for Probation, the Department of Children and Family Services, the Treasurer and Tax Collector and the Auditor-Controller. The system will note agencies having financial viability issues, identify

significant findings and audit dates. Ms. Barrera will provide the Audit Committee with a list of current fields in the system and encouraged Audit Committee members to share additional fields that might be useful.

Auditor-Controller staff was asked to provide a status update at the next meeting.

V. MISCELLANEOUS

- 26.** Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (14-0429)

There were no matters posted.

- 27.** Public Comment. (14-0430)

No members of the public addressed the Committee.

- 28.** Adjournment. (14-0431)

There being no further business to discuss, the meeting adjourned at 11:31 a.m.